



# St. Barnabas

## CATHOLIC SCHOOL

AN INDEPENDENCE MISSION SCHOOL

### St. Barnabas

## Student-Family Handbook

Updated July 2026

#### **SCHOOL CONTACTS**

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## **About This Handbook**

This Student-Family Handbook has been developed to provide students and families with a clear understanding of the policies, procedures, and expectations that guide life at St. Barnabas Catholic School.

The policies contained in this handbook are intended to support a safe, structured, faith-filled, and academically rigorous learning environment. While every effort has been made to address common situations, no handbook can anticipate every circumstance. Therefore, school administration reserves the right to interpret, revise, or implement policies as necessary to best serve the needs of students and the school community. Families will be notified of significant policy changes as appropriate.

Enrollment at St. Barnabas Catholic School signifies a commitment by students and families to uphold the expectations outlined in this handbook and to partner with the school in fostering a community rooted in faith, respect, accountability, and excellence.

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# CHAPTER 1- Our School

## *Who We Are*

*"Let your light shine before others, that they may see your good works and glorify your Father in heaven." Matthew 5:16*

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## *Welcome from the Principal*

Dear St. Barnabas Families,

Welcome to St. Barnabas Catholic School!

Whether you are joining our community for the first time or returning for another exciting school year, we are grateful that you have entrusted us with the privilege of educating your child. At St. Barnabas, we believe that education is about much more than academics—it is about forming the whole child intellectually, spiritually, emotionally, socially, and morally.

Every day, our faculty and staff work to create a school environment where students feel known, loved, challenged, and inspired. We believe every child is uniquely created by God with incredible gifts and limitless potential. Our role is to help students discover those gifts while providing them with the knowledge, character, and confidence to succeed in high school, college, careers, and life.

As a proud member of the Independence Mission Schools network, we are committed to providing a rigorous, standards-based education rooted in the Catholic faith. We believe that high expectations and unwavering support go hand in hand. Through joyful learning, meaningful relationships, and strong partnerships with our families, we prepare students not only to excel academically but also to become compassionate leaders who make a positive impact on the world around them.

This handbook has been designed to serve as a guide to life at St. Barnabas Catholic School. Within these pages you will find the policies, procedures, and expectations that help us maintain a safe, structured, and faith-filled learning environment. More importantly, you will discover the values that define who we are as a school community.

Thank you for choosing St. Barnabas Catholic School. We look forward to partnering with your family throughout this school year as together we help every scholar discover their gifts, strengthen their faith, and let their light shine.

May God continue to bless you and your family.

Sincerely,

**Rebecca Lord**  
Principal

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## ***Purpose of This Chapter***

This chapter introduces the mission, values, and Catholic identity that guide everything we do at St. Barnabas Catholic School. Understanding who we are and what we believe provides the foundation for the policies and expectations outlined throughout this handbook.

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## ***Our Mission***

**Our scholars shine as a positive light illuminating their community, acting as beacons of God's faith. In an environment filled with joy and love, our students experience rigorous, standards-based, student-centered education that prepares them for high school and beyond. Together, staff and families encourage students to become resilient, peaceful, and empathetic individuals who give service to the world around them.**

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## ***Our Vision***

As a member of the Independence Mission Schools network, St. Barnabas Catholic School embraces the following vision:

**Students will leave our school community emotionally and spiritually formed by our Catholic example, performing at or above grade level, and enrolled in an academically rigorous high school program ready to achieve their dreams. Together, we strive to become a top-tier academic destination for all children in Philadelphia.**

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## ***The St. Barnabas Story***

Since 1927, St. Barnabas Catholic School has served generations of families by providing an exceptional Catholic education rooted in faith, academic excellence, and service. Throughout decades of growth and change, our commitment to educating the whole child has remained unwavering. Today, as a member of the Independence Mission Schools network, we continue to honor that tradition while embracing innovative instructional practices that prepare students for success in high school and beyond.

We proudly welcome students and families of all faith traditions, creating a diverse and inclusive community where every child is known, valued, and encouraged to reach their fullest potential.

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## ***Our Patron: St. Barnabas***

St. Barnabas, whose name means "**Son of Encouragement**," was one of the earliest followers of Jesus Christ and a trusted companion of St. Paul. Throughout Scripture, Barnabas is remembered for seeing potential in others, building people up, and strengthening the early Christian community through his unwavering faith and encouragement.

His example serves as the inspiration for our school community.

Like St. Barnabas, we strive to:

- Encourage others to become their very best.
- Welcome every person with dignity and compassion.
- Lead with humility, kindness, and faith.
- Use our gifts in service to others.
- Build a community rooted in hope and encouragement.

At St. Barnabas Catholic School, encouragement is more than something we say—it is who we are.

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## **Our Catholic Identity**

Faith is the foundation of everything we do.

As a Catholic school, we are committed to developing students academically, spiritually, emotionally, and morally. While students participate in daily Religion instruction, prayer, Mass, and service opportunities, our Catholic identity extends far beyond Religion class. It is reflected in the way we treat one another, solve problems, celebrate successes, and support those in need.

Students regularly participate in:

- Daily classroom prayer
- Religion instruction
- Monthly school Masses
- Holy Day liturgies
- Sacramental preparation (where applicable)
- Service learning opportunities
- Faith-centered classroom discussions
- Community outreach projects

We believe every child is created in the image and likeness of God and deserves to be treated with dignity, compassion, and respect.

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## **Our School Culture**

At St. Barnabas Catholic School, our culture is built upon two complementary sets of values. One guides the adults who lead our community, and the other shapes the character of our students. Together, these values define who we are and who we aspire to become.

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## ***Our Staff Values***

### ***How We Lead***

Our faculty and staff are committed to modeling the values that create a joyful, welcoming, and academically excellent school community.

### **Joy & Love**

We create classrooms where students feel safe, celebrated, and deeply cared for. We believe children learn best when they know they are loved.

### **Encouragement**

Following the example of St. Barnabas, we recognize potential, celebrate growth, and inspire students to persevere through challenges.

### **Community**

We believe education is strongest when students, families, faculty, parish, and community work together toward a common goal.

### **Growth**

We embrace lifelong learning. We welcome feedback, reflect on our practice, and continually seek better ways to serve our students.

### **Achievement**

Student success is our collective responsibility. We maintain high expectations while providing the support necessary for every child to thrive.

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# ***Our Student Values***

## ***How We Live***

Students are encouraged to demonstrate our **PRAISE** values every day. These values guide our decisions, shape our character, and help us build a positive school community.

### **P – Peace**

We choose words and actions that promote kindness, understanding, and unity. We seek peaceful solutions to conflict and help create a welcoming school for everyone.

### **R – Respect**

We honor God by treating ourselves, others, and our environment with dignity, courtesy, and compassion.

### **A – Accountability**

We take responsibility for our choices, our learning, and our actions. We own our mistakes, learn from them, and strive to grow each day.

### **I – Integrity**

We do what is right—even when no one is watching. We are honest, trustworthy, and committed to making ethical decisions.

### **S – Service**

We use our talents to help others, strengthen our community, and live out Christ's call to serve.

### **E – Excellence**

We strive to do our very best in everything we do—academically, spiritually, socially, and personally. Excellence is not about perfection; it is about consistently giving our best effort.

Throughout the school year, students who consistently demonstrate these values are recognized through our monthly **PRAISE Student of the Month** program.

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# **Partnering with Families**

Parents and guardians are a child's first and most important teachers. At St. Barnabas Catholic School, we believe that the strongest educational outcomes occur when families and schools work together in partnership.

We ask every family to:

- Support regular attendance and punctuality.
- Encourage responsibility, perseverance, and academic effort.
- Reinforce school expectations at home.
- Communicate respectfully and collaboratively with school staff.
- Participate in conferences, school events, and family engagement opportunities whenever possible.
- Support the mission and values of our school community.

Together, we create a learning environment where every child can flourish academically, spiritually, and personally.

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## ***Chapter 1 Highlights***

By choosing St. Barnabas Catholic School, your family is joining a community that is:

- **Faith-Centered** – Christ is at the heart of everything we do.
- **Academically Excellent** – We challenge every student through rigorous, standards-based instruction.
- **Student-Focused** – Every child is known, valued, supported, and encouraged.
- **Community-Driven** – We believe strong partnerships between school and home are essential for student success.
- **Rooted in Values** – Our staff lead through **Joy & Love, Encouragement, Community, Growth, and Achievement**, while our students live the **PRAISE** values each day.
- **Committed to the Future** – We prepare students not only for high school, but for lives of faith, leadership, service, and purpose.

# CHAPTER 2 - Daily Life at St. Barnabas

## *Everything You Need to Know Before the First Day*

*"Commit your work to the Lord, and your plans will be established."*  
**Proverbs 16:3**

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## Purpose of This Chapter

This chapter outlines the daily routines and procedures that help St. Barnabas Catholic School operate safely, efficiently, and successfully. Families are encouraged to review these expectations carefully and refer back to this chapter throughout the school year.

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## Office Hours

The Main Office is open Monday through Friday during the school year.

**Office Hours:**  
**7:30 a.m. – 3:30 p.m.**

Families needing assistance outside of school hours are encouraged to leave a voicemail or email the appropriate staff member. Messages will be returned as soon as possible during the next business day.

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## School Hours

The regular school day for students in Kindergarten through Grade 8 is **8:00 a.m. to 3:00 p.m.**

School doors open each morning at **7:30 a.m.** Students may enter the building beginning at that time and report to breakfast or their designated arrival location.

Instruction begins promptly at **8:00 a.m.** Students are expected to arrive on time and be prepared to learn when the school day begins.

On scheduled half days, dismissal is at **11:30 a.m.** unless otherwise communicated by the school.

Each grade level follows a daily schedule designed to maximize instructional time while meeting the developmental needs of students. Classroom teachers will review daily schedules, including lunch, recess, specials, and related services, at the beginning of the school year.

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## Morning Arrival

Students may enter the building beginning at **7:30 a.m.**

From **7:30 a.m. until 8:00 a.m.**, students should enter through the **cafeteria side entrance**.

Parents and guardians should not enter the cafeteria during arrival unless directed by school personnel.

Students arriving after **8:00 a.m.** must enter through the Main Office, sign in, and obtain a late pass before reporting to class.

To maximize instructional time, students are expected to be seated in their classrooms and ready to learn by **8:00 a.m.**

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## Breakfast & Lunch

Breakfast is served each morning between **7:30 a.m. and 8:00 a.m.**

All students are eligible to receive free breakfast and lunch through the National School Lunch Program.

Students should notify their classroom teacher each morning whether they are purchasing school lunch or bringing lunch from home.

Students arriving after **10:00 a.m.** must bring lunch from home, as lunch orders cannot be accommodated after that time.

Families who choose to pack lunch should send nutritious meals and beverages. Fast food, soda, and outside food deliveries are not permitted. Refrigerators and microwaves are not available for student use.

### Food Allergies

St. Barnabas is a **Nut-Free School**.

No peanut products or pork are served by the school. Families should notify the Main Office of any food allergies or dietary restrictions. Students with documented dietary needs will be accommodated whenever possible.

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# Attendance

Regular attendance is essential to student success.

Students who attend school consistently build stronger academic skills, develop meaningful relationships with peers and teachers, and establish lifelong habits of responsibility.

Families should make every effort to schedule vacations, appointments, and other non-emergency events outside of school hours.

Whenever a student will be absent, a parent or guardian must notify the school **before 8:00 a.m.**

If the school has not received notification by **9:30 a.m.**, school personnel will contact the family to ensure the student's safety.

Students who are too ill to attend school or fully participate during the school day may not participate in after-school or evening school-sponsored activities on that same day.

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## Attendance Goal

Our goal is for every student to attend school **95% of the school year or better.**

This means students should miss **no more than nine (9) days** during the school year whenever possible.

Consistent attendance concerns may result in interventions, attendance meetings, or continued enrollment review.

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## Late Arrivals

Instruction begins promptly at **8:00 a.m.**

Students arriving after that time are considered tardy and must report to the Main Office before going to class.

Unless caused by school transportation delays, students must present a written explanation from a parent or guardian.

Because chronic tardiness disrupts learning for both the student and classmates, students who accumulate **10 or more late arrivals during a trimester** will be required to participate in a family meeting with school administration.

Excessive tardiness may impact continued enrollment at St. Barnabas Catholic School.

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## Early Dismissals

Instructional time is valuable, and early dismissals should be limited whenever possible.

If an early dismissal is necessary:

- Notify the classroom teacher in writing the morning of the dismissal.
- Report to the Main Office with identification.
- Students will only be released to authorized adults listed in TADS or the student's emergency contacts.

To ensure a safe and orderly dismissal process, **early dismissals will not be permitted after 2:30 p.m.** except in emergency situations.

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## End-of-Day Dismissal

Student safety is our highest priority during dismissal.

Students will only be released to adults authorized through TADS or listed on the student's emergency contact form.

Identification may be requested before releasing any student.

Any permanent or temporary changes to a student's dismissal routine must be communicated to the school **in writing** before dismissal.

Whenever possible, dismissal changes should not be communicated by telephone except in emergency situations.

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## Indoor Dismissal

During periods of severe weather, the school may implement indoor dismissal procedures to ensure student safety.

- **Kindergarten and Grade 1** students will be dismissed from the Kindergarten side entrance.
- **Grades 2–4** families should report to the Main Office, where students will be called individually from their classrooms.

- **Grades 5–8** students will dismiss through the rear exits as directed by staff.

Families will be notified whenever indoor dismissal procedures are implemented.

---

## Transportation

Transportation services are provided through the School District of Philadelphia for eligible students.

Students utilizing school transportation are expected to follow all school rules and demonstrate respectful behavior while riding the bus.

Misconduct on school transportation may result in disciplinary action, including suspension of bus privileges.

Students in Grades 7 and 8 who qualify receive SEPTA TransPasses through the School District of Philadelphia.

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## After School Program - OST

St. Barnabas partners with Catholic Social Services OST to provide after-school programming for eligible students.

Information regarding enrollment, eligibility, and registration will be shared with families prior to the beginning of each school year.

Questions regarding these programs should be directed to Mr. Nelson Mandela, the OST Director.

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## Inclement Weather & Emergency Closings

When weather or emergency conditions require a delayed opening, early dismissal, or school closure, families will be notified as soon as possible.

Official school communications regarding emergency closings will be shared through:

- ClassDojo
- School email
- The school website
- Local media, when appropriate

Families are responsible for ensuring that the school has current emergency contact information at all times.

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## Virtual Learning Days

Although we strive to provide in-person instruction whenever possible, circumstances such as severe weather, building emergencies, or other unforeseen events may require the school to transition to a virtual learning day.

When a virtual learning day is implemented, instruction will continue remotely to ensure students remain engaged in learning and maintain academic progress.

## Notification

Families will be notified as soon as possible if a virtual learning day is necessary through the school's official communication platforms, including:

- ClassDojo
- School email
- The school website
- Additional communication methods, when appropriate

Families should ensure their contact information remains current throughout the school year.

## Student Expectations

Students are expected to participate in all assigned learning activities during a virtual learning day.

Depending on the needs of the day, instruction may include:

- Live virtual lessons
- Recorded instructional videos
- Independent assignments
- Small-group instruction
- Teacher office hours
- Digital assessments

Teachers will communicate specific expectations and schedules through Google Classroom and/or ClassDojo.

## Attendance

Attendance will continue to be recorded during virtual learning days.

Students are expected to:

- Participate in required live sessions, when scheduled.
- Complete assigned work by the deadlines established by the teacher.
- Communicate with teachers if technical difficulties prevent participation.

Failure to participate may result in an absence or incomplete assignment, consistent with school attendance policies.

## **Technology**

All students in Kindergarten through Grade 8 participate in St. Barnabas' 1:1 Chromebook Program.

Students are responsible for:

- Bringing their Chromebook home when instructed.
- Charging their Chromebook before the school day.
- Using school-issued technology responsibly.
- Logging into required instructional platforms using their school-issued accounts.

Families experiencing technology issues should notify the Main Office or classroom teacher as soon as possible.

## **Learning Environment**

Families can help students be successful during virtual learning by providing:

- A quiet learning space whenever possible.
- Adult supervision appropriate to the student's age.
- Daily routines that support learning.
- Access to the student's Chromebook and charger.
- Encouragement to complete assignments independently.

## **Teacher Availability**

Teachers will remain available throughout the school day to provide instruction, answer questions, and support students during designated instructional hours.

Families are encouraged to communicate with teachers if additional support is needed.

## **Flexibility During Emergencies**

We recognize that emergency situations can create unexpected challenges for families.

When circumstances beyond a family's control affect participation in virtual learning, we encourage families to communicate with the school as soon as possible so we can provide appropriate support and flexibility.

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## Chapter 2 Highlights

### Every Day Matters

Families can support student success by:

- Arriving before **8:00 a.m.**
- Reporting absences before **8:00 a.m.**
- Maintaining **95% attendance or higher**
- Scheduling appointments outside of school hours whenever possible
- Keeping emergency contact information current
- Communicating dismissal changes in writing

Strong daily routines create a safe, organized, and productive learning environment where every student is prepared to grow academically, socially, and spiritually.

# CHAPTER 3 - Learning at St. Barnabas

## *Growing Minds, Strengthening Faith, Preparing for the Future*

*"The fear of the Lord is the beginning of wisdom, and knowledge of the Holy One is understanding."*

**Proverbs 9:10**

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## Purpose of This Chapter

At St. Barnabas Catholic School, academic excellence is one of the ways we honor the gifts God has given each child. This chapter outlines our educational philosophy, curriculum, assessment practices, grading policies, and academic expectations for all students.

We believe that every student can achieve at high levels when provided with rigorous instruction, meaningful support, and a learning environment where they feel known, challenged, and encouraged.

---

## Our Educational Philosophy

St. Barnabas Catholic School is committed to providing a rigorous, standards-based, student-centered education that prepares students for success in high school and beyond.

We believe learning should challenge students to think critically, solve problems, communicate effectively, collaborate with others, and become lifelong learners.

Instruction is designed to:

- Meet or exceed Pennsylvania Academic Standards
- Encourage curiosity and critical thinking
- Differentiate instruction to meet individual student needs
- Promote independence and perseverance
- Foster creativity and innovation
- Integrate faith into daily learning experiences

Our goal is not simply for students to master academic content, but to become confident learners who use their knowledge to positively impact the world around them.

---

# Academic Program

Students receive instruction in a comprehensive curriculum that includes:

- Religion
- English Language Arts
- Mathematics
- Science
- Social Studies
- Physical Education
- Art
- Music
- Library & Research Skills
- Technology Integration

Throughout the school year, students also participate in enrichment opportunities, service learning, leadership experiences, and school-wide celebrations that support the development of the whole child.

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## Faith Across the Curriculum

While Religion is taught as a core academic subject, our Catholic identity extends beyond Religion class.

Students are encouraged to view every subject through the lens of faith, service, compassion, and stewardship. Teachers intentionally connect Gospel values to daily instruction whenever appropriate, helping students understand how faith informs the way we learn, lead, and serve others.

---

## Academic Excellence

At St. Barnabas, we believe excellence is measured by **growth as well as achievement**.

Students are expected to:

- Come to school prepared each day.
- Complete assignments on time.
- Participate actively in class.
- Ask questions and seek help when needed.
- Persevere through challenges.
- Take pride in the quality of their work.

Teachers provide students with regular feedback and opportunities to revise, reflect, and continue growing throughout the school year.

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# Curriculum

As a member of the Independence Mission Schools network, St. Barnabas uses research-based instructional programs aligned to state standards and best practices.

Our curriculum includes, but is not limited to:

| <b>Subject</b>        | <b>Instructional Program</b>           |
|-----------------------|----------------------------------------|
| Religion              | Sadlier Religion                       |
| English Language Arts | EL Education                           |
| Mathematics           | Eureka Math <sup>2</sup>               |
| Science               | HMH Into Science                       |
| Social Studies        | IMS-approved curriculum                |
| Physical Education    | Standards-based PE Curriculum          |
| Art                   | Standards-based Visual Arts Curriculum |
| Music                 | Standards-based Music Curriculum       |

Curriculum materials may be updated periodically as new resources become available.

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# Homework

Homework reinforces classroom instruction, encourages independent learning, and helps students develop responsibility and time-management skills.

Homework expectations vary by grade level and may include:

- Independent reading
- Mathematics practice
- Writing assignments
- Projects
- Test preparation
- Long-term research assignments

Families can support student success by:

- Establishing a consistent homework routine.
- Providing a quiet workspace.
- Encouraging independence.

- Communicating with teachers if concerns arise.

Homework should reflect a student's own understanding and effort.

---

## Grading & Assessment

All student work is assessed. Teachers will weigh assessments of the student in different ways. This varies from teacher to teacher. Please consult your child's teacher if you have any questions.

We are your partner in your child's education. We will communicate progress and ideas to prevent failure as the year goes on. However, a student who does not fulfill his/her academic responsibilities in an academic trimester (grade resulting in a failure) may risk retention or be required to attend summer school at the discretion of the administration.

### Kindergarten

Our students are evaluated in the following areas on a scale of 1 (Emerging- beginning to develop skill) to 3 (Achieving - applying independently):

- |                                |                                   |
|--------------------------------|-----------------------------------|
| • Social/Emotional Development | • Language Arts/Reading Readiness |
| • Work Habits                  | • Math/Science Readiness          |
| • Motor Skills                 | • Conduct                         |

### Grades 1 through 3

|    |        |                                                                         |
|----|--------|-------------------------------------------------------------------------|
| O  | 97-100 | Consistently produces work of high quality and applies learned skill    |
| VG | 91-96  | Regularly produces work of high quality and applies learned skill       |
| G  | 84-90  | Frequently produces quality work and applies learned skill              |
| S  | 77-83  | Produces work of satisfactory quality and usually applies learned skill |
| I  | 72-76  | Produces work of inconsistent quality and needs frequent re-teaching    |
| U  | 0-71   | Produces work of unsatisfactory quality                                 |

|   |                                        |
|---|----------------------------------------|
| 4 | Exceeding expectations for grade level |
| 3 | Meeting expectations                   |
| 2 | Not consistently meeting expectations  |
| 1 | Unsatisfactory progress                |

### Grades 4 through 8

Grades are determined by an average of tests, class work, homework, class participation, independent projects and a variety of other assessments and presented in a numerical scale (0-100). A grade less than

70 is considered failing. Personal and social growth, as well as effort and study skills, and specials classes are also evaluated using a numerical rating (1-4, see above).

---

## Honor Roll

Honor Roll is awarded to students at the end of each trimester. The requirements for Honor Roll are as follows:

- Grades 1-3:
    - Academic Average of “G” or higher
    - Conduct & Effort Grade 3+
    - No “U” in any subject
  - Grades 4-8:
    - 1st Honors:
      - 90+ Average, No grade less than 83
      - Grade 3+ in Conduct/Effort, No 1s
      - Specials Grade 3+
    - 2nd Honors:
      - 84+ Average, No grade less than 77,
      - 3 Average in Conduct/Effort,
      - Specials Grade 3+
- 

## Standardized Assessments

St. Barnabas uses multiple assessments to monitor student growth and achievement throughout the school year.

These assessments help teachers:

- Identify individual student needs
- Differentiate instruction
- Monitor academic growth
- Evaluate instructional effectiveness
- Prepare students for future academic success

## MAP Growth

Students participate in MAP Growth assessments throughout the school year in Reading, Mathematics, Language Usage (selected grades), and Science (selected grades).

MAP Growth provides valuable information about each student's academic progress and helps teachers personalize instruction.

## **TerraNova**

Students in designated grade levels participate in TerraNova standardized testing as required by Independence Mission Schools.

TerraNova measures student achievement relative to national standards and provides additional information regarding college and career readiness.

---

# **Academic Integrity**

Academic honesty is an essential component of character education.

Students are expected to complete all assignments honestly and independently unless collaboration has been specifically authorized by the teacher.

Academic dishonesty includes, but is not limited to:

- Cheating on assessments
- Copying another student's work
- Plagiarism
- Falsifying information
- Unauthorized use of technology during assessments
- Submitting another person's work as one's own

Violations of academic integrity may result in academic and disciplinary consequences.

---

# **Artificial Intelligence (AI)**

Artificial Intelligence (AI) tools are becoming increasingly common in education and the workplace. At St. Barnabas, we believe students should learn how to use emerging technologies responsibly, ethically, and honestly.

AI should never replace a student's own thinking, creativity, or effort.

Unless specifically authorized by the teacher, students may not use AI tools to:

- Complete writing assignments
- Answer homework questions
- Complete projects
- Generate presentations

- Produce artwork
- Complete assessments

When AI is used as part of classroom instruction, teachers will provide clear expectations regarding appropriate use.

Unauthorized use of AI may be considered a violation of the school's Academic Integrity Policy.

---

## Promotion & Retention

Promotion to the next grade level is based upon successful completion of grade-level academic requirements, attendance, and overall readiness.

When concerns arise regarding a student's progress, families will be notified as early as possible so that interventions and support can be provided.

Retention decisions are made collaboratively by school administration and teachers after careful consideration of the student's academic performance, attendance, social-emotional development, and overall educational needs.

---

## Academic Support

St. Barnabas is committed to helping every student succeed.

When students experience academic difficulty, teachers may provide:

- Small-group instruction
- Targeted intervention
- Academic enrichment
- Individual conferences
- Progress monitoring
- Family communication
- Referral for additional support services when appropriate

Our goal is to provide timely support that helps students achieve continued success.

---

## Chapter 3 Highlights

## **Learning with Purpose**

At St. Barnabas Catholic School, we believe every student can achieve excellence through hard work, perseverance, and meaningful support.

Families can support academic success by:

- Encouraging daily reading.
- Establishing consistent homework routines.
- Monitoring progress through TADS Educate.
- Communicating with teachers regularly.
- Celebrating growth as well as achievement.
- Reinforcing honesty and integrity in all academic work.

Together, we prepare students not only to excel in school today, but to become thoughtful, compassionate, and capable leaders of tomorrow.

# CHAPTER 4 - Student Life

## *Living Our Values Every Day*

*"Whatever you do, do everything for the glory of God."*  
**1 Corinthians 10:31**

---

## Purpose of This Chapter

At St. Barnabas Catholic School, learning extends far beyond academics. Every interaction, every classroom, every hallway, and every school activity provides an opportunity for students to grow in faith, character, and leadership.

This chapter outlines the expectations that help us maintain a safe, respectful, joyful, and faith-filled learning environment where every student has the opportunity to thrive.

---

## Our School Culture

St. Barnabas Catholic School is built upon the belief that every child deserves to learn in an environment where they feel safe, respected, supported, and challenged.

We believe students learn best when:

- Expectations are clear.
- Adults are consistent.
- Positive behavior is recognized.
- Mistakes become opportunities for growth.
- Families and school work together.
- Every student is treated with dignity.

Our goal is not simply to correct behavior—we strive to develop students who make responsible choices because they understand the importance of kindness, integrity, and accountability.

---

# Living the PRAISE Values

Our Student Values—**PRAISE**—guide how we learn, interact with others, and represent St. Barnabas Catholic School.

Students are expected to demonstrate these values throughout the school day, during school-sponsored events, while riding school transportation, and whenever representing the school in the community.

## **Peace**

We solve problems peacefully, manage our emotions appropriately, and help create a calm, welcoming learning environment.

## **Respect**

We treat God, ourselves, others, and our school with dignity and care.

## **Accountability**

We accept responsibility for our actions, learn from our mistakes, and work to make things right.

## **Integrity**

We are honest, trustworthy, and choose to do what is right—even when no one is watching.

## **Service**

We use our gifts to help others and strengthen our school community.

## **Excellence**

We give our best effort academically, behaviorally, and personally every day.

---

# School-Wide Expectations

Students are expected to:

- Arrive at school prepared and on time.
- Follow directions the first time they are given.
- Speak respectfully to students and adults.
- Care for school property and the property of others.

- Keep hands, feet, and objects to themselves.
- Walk safely throughout the building.
- Use appropriate language at all times.
- Demonstrate honesty and integrity.
- Participate positively in learning.
- Represent St. Barnabas with pride both on and off campus.

Students are representatives of St. Barnabas Catholic School at all times. Behavior that occurs off campus, on school transportation, at school-sponsored events, or on social media that substantially impacts the school community may result in school disciplinary action.

---

## Positive Behavior Supports

At St. Barnabas, we believe students deserve recognition for making positive choices.

Throughout the school year, students have opportunities to be recognized for demonstrating the PRAISE values through classroom celebrations, school-wide acknowledgements, monthly recognitions, and special events.

Recognition may include:

- PRAISE Student of the Month
- Positive phone calls home
- Classroom incentives
- Principal recognition
- Special privileges and celebrations
- Other school-wide recognition programs

We believe celebrating positive behavior is just as important as addressing inappropriate behavior.

---

## Restorative Practices

Discipline at St. Barnabas is rooted in restoration, accountability, and growth.

Whenever appropriate, students are encouraged to:

- Reflect on their actions.
- Accept responsibility.
- Repair harm caused to others.
- Restore damaged relationships.
- Develop strategies for making better choices in the future.

Restorative conversations, reflection activities, and problem-solving conferences are used alongside appropriate consequences to help students grow as individuals.

---

# Student Conduct

Students are expected to conduct themselves in a manner that reflects the mission and values of St. Barnabas Catholic School.

This includes demonstrating appropriate behavior:

- In classrooms
- During Mass
- In hallways
- During lunch and recess
- In the Peace Room
- On field trips
- During extracurricular activities
- On school transportation
- Before and after school
- Online and through social media

Students are expected to follow all reasonable directions from faculty and staff members.

---

## Behavior Expectations

To promote consistency across all grade levels, St. Barnabas utilizes a school-wide Behavior Matrix outlining expected behaviors in each area of the school.

The Behavior Matrix is included in **Appendix A** and serves as a guide for students, families, and staff.

---

## Progressive Discipline

Our discipline system is designed to be fair, consistent, and developmentally appropriate.

Whenever possible, behavior concerns are addressed through progressive interventions that teach students the skills needed to make better choices.

Depending on the severity or frequency of a behavior, interventions may include:

- Teacher redirection
- Classroom consequence
- Student conference
- Reflection activity
- Parent communication
- Behavior documentation
- Restorative conference
- Administrative referral
- Loss of privileges
- Detention
- In-school suspension
- Out-of-school suspension

Certain behaviors may warrant immediate administrative action without progressive interventions.

---

## Major Behavioral Infractions

The following behaviors are considered serious violations of school expectations and may result in immediate administrative intervention:

- Fighting or physical aggression
- Bullying or harassment
- Threats or intimidation
- Theft
- Vandalism
- Possession of prohibited items
- Academic dishonesty
- Defiance toward school personnel
- Profanity directed toward others
- Dangerous behavior
- Repeated disruption of the learning environment

Consequences will be determined based on the severity, frequency, and circumstances of each incident.

---

## The Peace Room

The Peace Room is a supportive intervention space designed to help students regain emotional regulation, reflect on their choices, and prepare to successfully return to learning.

The Peace Room is **not** intended to function as a punishment.

Students utilizing the Peace Room will:

- Participate in reflection activities.
- Practice calming strategies.
- Engage in restorative conversations.
- Develop plans for successfully returning to class.
- Re-enter instruction when ready to learn safely and successfully.

Families may be contacted when Peace Room interventions are utilized.

---

## Bullying Prevention

St. Barnabas Catholic School is committed to providing a learning environment free from bullying, harassment, intimidation, and discrimination.

Bullying in any form—including cyberbullying—is prohibited.

Reports of bullying are investigated promptly and appropriate interventions are implemented.

Students are encouraged to immediately report bullying concerns to any trusted adult.

Additional information regarding the school's Bullying Prevention Policy is provided in **Chapter 6: Health & Safety**.

---

## Student Searches

To maintain a safe learning environment, school administration reserves the right to inspect student desks, lockers, backpacks, electronic devices, or other property when there is reasonable suspicion that school rules or policies have been violated.

Searches will be conducted respectfully and in accordance with applicable law and Independence Mission Schools policies.

---

## Electronic Devices

Students may bring personal electronic devices to school only in accordance with school policy.

Cell phones, smart watches, earbuds, headphones, and similar devices must remain powered off and stored in backpacks or designated classroom storage during the school day unless specifically authorized by a staff member for instructional purposes.

The school is not responsible for lost, stolen, or damaged personal electronic devices.

Additional technology expectations are outlined in **Chapter 5: Student Experience & Technology**.

---

## Partnership with Families

Student success is strongest when expectations are reinforced consistently at school and at home.

Families can support positive student behavior by:

- Reviewing school expectations regularly.
- Encouraging respectful communication.
- Supporting school consequences.
- Maintaining open communication with teachers.

- Reinforcing the PRAISE values at home.
- Partnering with school staff to address concerns early.

Together, we help students develop the character, responsibility, and confidence needed for lifelong success.

---

## Chapter 4 Highlights

### Character Matters

At St. Barnabas Catholic School, we believe education is about more than academic achievement.

Our goal is to graduate students who are:

- Faith-filled
- Respectful
- Responsible
- Compassionate
- Resilient
- Honest
- Ready to lead
- Committed to serving others

By living our **PRAISE** values each day, students help create the joyful, structured, and encouraging school community that makes St. Barnabas a special place to learn and grow.

# CHAPTER 5 - Student Accountability

## *Teaching Responsibility, Restoring Relationships, and Supporting Growth*

*"Train up a child in the way he should go, and when he is old he will not depart from it."*  
**Proverbs 22:6**

---

## Purpose of This Chapter

At St. Barnabas Catholic School, discipline is viewed as an opportunity for learning, growth, and restoration. Our goal is not simply to correct inappropriate behavior, but to teach students the skills necessary to become responsible, respectful, and self-disciplined members of our community.

When students make poor choices, we work collaboratively with families to help students reflect, accept responsibility, repair harm, and make better choices in the future.

---

## Philosophy of Discipline

Every child deserves to learn in an environment that is safe, orderly, and conducive to learning.

To create that environment, St. Barnabas maintains clear expectations and consistent consequences while recognizing that students are continually learning and growing.

Our approach to discipline is rooted in four guiding principles:

### **Consistency**

Students benefit from clear expectations and predictable consequences.

### **Accountability**

Students are expected to take responsibility for their choices and understand the impact their actions have on others.

### **Restoration**

Whenever appropriate, students are encouraged to repair relationships and restore trust through restorative conversations and actions.

## **Partnership**

Families play an essential role in helping students learn from mistakes and develop positive habits.

---

# **Progressive Discipline**

Most behavioral concerns are addressed through progressive interventions that increase in intensity when behaviors continue or become more serious.

Possible interventions include:

- Verbal redirection
- Teacher conference
- Seat change
- Reflection activity
- Parent communication
- Loss of classroom privilege
- Behavior documentation
- Restorative conference
- Administrative referral
- Detention
- In-school suspension
- Out-of-school suspension
- Enrollment review

Certain behaviors may result in immediate administrative action without prior interventions.

---

# **Behavior Levels**

To ensure consistency across classrooms and grade levels, student behaviors are categorized by severity.

## **Level I: Classroom-Managed Behaviors**

These behaviors are typically addressed by the classroom teacher.

Examples include:

- Off-task behavior
- Talking out of turn
- Minor classroom disruption
- Incomplete classwork
- Failure to follow classroom procedures
- Dress code violations
- Minor disrespect
- Minor technology misuse

Teachers may respond using classroom consequences and restorative practices.

---

## Level II: Repeated or Moderate Behaviors

These behaviors interfere with learning or continue after classroom interventions.

Examples include:

- Repeated classroom disruption
- Defiance
- Inappropriate language
- Refusal to complete work
- Leaving assigned areas without permission
- Repeated dress code violations
- Academic dishonesty
- Misuse of school technology

Administrative involvement may be required.

---

## Level III: Major Behaviors

These behaviors significantly disrupt the learning environment or threaten the safety of others.

Examples include:

- Fighting
- Bullying
- Harassment
- Threatening behavior
- Vandalism
- Theft
- Leaving campus without permission
- Possession of prohibited items
- Physical aggression
- Severe disrespect toward staff

These behaviors generally result in immediate administrative referral.

---

## Level IV: Serious Safety Violations

These behaviors jeopardize the safety or well-being of the school community.

Examples include:

- Possession of a weapon
- Assault
- Possession or distribution of illegal substances
- Serious threats
- Arson
- Major acts of violence
- Any behavior that creates a significant safety concern

These incidents may result in suspension, expulsion review, police involvement, or other actions deemed necessary by school administration.

---

## Administrative Discretion

Every disciplinary incident is unique.

When determining consequences, administration considers:

- Student age
- Severity of the behavior
- Student intent
- Prior disciplinary history
- Impact on others
- Safety concerns
- Willingness to accept responsibility
- Efforts to repair harm

Consequences are not determined solely by the type of behavior but by the totality of the circumstances.

---

## The Demerit System

To promote consistency and accountability, St. Barnabas utilizes a school-wide demerit system.

Demerits may be assigned for violations of school expectations, including repeated classroom disruptions, inappropriate language, dress code violations, technology misuse, and other behaviors identified in the school's Behavior Matrix.

Accumulation of demerits may result in:

- Parent notification
- Reflection assignments
- Detention
- Administrative conference
- Behavior contract
- Loss of privileges
- Additional disciplinary consequences

Specific demerit values and associated consequences are outlined in the **Behavior Matrix (Appendix A)**.

---

## Detention

After-school detention provides students with an opportunity to reflect upon their behavior while reinforcing school expectations.

Families will receive advance notice whenever possible.

Students assigned detention are expected to:

- Arrive on time.
- Complete all reflection activities.
- Demonstrate respectful behavior.
- Follow staff directions

Failure to attend detention without administrative approval may result in additional disciplinary action.

---

## Suspension

Suspension is reserved for serious or repeated violations of school expectations.

Whenever possible, administration will communicate with families prior to implementing a suspension.

Students assigned out-of-school suspension remain responsible for completing assigned academic work.

Repeated suspensions may result in enrollment review.

---

## Behavior Contracts

Students who demonstrate ongoing behavioral concerns may be placed on a Behavior Contract.

Behavior contracts are individualized plans developed collaboratively by school staff, students, and families.

Contracts may include:

- Behavioral goals
- Progress monitoring
- Family meetings
- Counseling supports
- Check-in/check-out systems
- Incentives
- Consequences

The purpose of a behavior contract is to support student success—not simply to impose consequences.

---

## Restorative Conferences

Following significant behavioral incidents, students may participate in restorative conferences.

These conversations help students:

- Reflect upon their choices.
- Understand the impact of their actions.
- Take responsibility.
- Repair relationships.
- Develop strategies for future success.

Whenever appropriate, families may be invited to participate.

---

## Searches

To maintain a safe learning environment, school administration may search student property when there is reasonable suspicion that school policies have been violated.

Searches may include:

- Backpacks
- Desks
- Lockers
- School-issued technology
- Personal electronic devices
- Other student property

Searches will be conducted respectfully and in accordance with applicable law and Independence Mission Schools policies.

---

## Prohibited Items

Students may not possess or use items that interfere with learning or compromise school safety.

Examples include:

- Weapons
- Illegal drugs
- Alcohol
- Tobacco or vaping products
- Fireworks
- Laser pointers
- Dangerous objects
- Stolen property

Possession of prohibited items may result in immediate administrative action.

---

# Law Enforcement

School administration reserves the right to involve law enforcement or other outside agencies whenever student behavior poses a significant safety concern or when required by law.

---

# Re-Enrollment Review

Enrollment at St. Barnabas Catholic School is a privilege.

Students demonstrating persistent academic, attendance, or behavioral concerns may be reviewed to determine whether continued enrollment is in the best interest of both the student and the school community.

Whenever possible, interventions and supports will be implemented before enrollment decisions are made.

---

# Chapter 5 Highlights

## Accountability Leads to Growth

Discipline at St. Barnabas is intended to:

- Teach responsibility.
- Protect instructional time.
- Promote student safety.
- Restore relationships.
- Build character.
- Encourage positive decision-making.

Every student deserves the opportunity to learn from mistakes, receive guidance from caring adults, and grow into a responsible, compassionate leader.

---

# CHAPTER 6 - Health & Safety

## *Creating a Safe, Healthy, and Caring School Community*

*"The Lord will watch over your coming and going both now and  
forevermore."*

**Psalms 121:8**

---

## Purpose of This Chapter

The safety and well-being of every student is our highest priority.

St. Barnabas Catholic School is committed to maintaining a safe, healthy, and secure learning environment where students can grow academically, spiritually, socially, and emotionally. This chapter outlines the procedures and expectations that help us protect every member of our school community.

Families play an essential role in supporting student safety by keeping emergency information current, communicating health concerns, and partnering with the school when situations arise.

---

## Student Health

Students learn best when they are healthy and ready to participate fully in the school day.

Parents and guardians are responsible for monitoring their child's health before sending them to school.

Students should remain home when they:

- Have a fever of **100.4°F or higher**
- Are vomiting or have diarrhea
- Have a contagious illness
- Are unable to participate in classroom instruction
- Have symptoms that require significant individual care

Students should be **fever-free for at least 24 hours without the use of fever-reducing medication** before returning to school.

Whenever a student becomes ill during the school day, families will be contacted to arrange for prompt pick-up.

---

# Medical Forms & Health Requirements

Pennsylvania law requires students to maintain current health records.

Families are responsible for submitting all required:

- Immunization records
- Physical examinations
- Dental examinations
- Vision screenings (when required)
- Emergency medical information

Students who do not meet state health requirements may be excluded from school until required documentation is received.

---

## Medications at School

Whenever possible, medications should be administered at home.

When medication must be given during the school day:

- Medication must be in its original pharmacy container.
- A completed physician authorization form is required.
- Written parent permission is required.
- Medication must be delivered by an adult unless otherwise approved.

Students may not carry medication unless specifically authorized by school administration and medical documentation supports the need (for example, certain emergency medications).

---

## Allergies & Medical Conditions

St. Barnabas Catholic School is committed to supporting students with documented medical needs.

Families should immediately notify the school if a student has:

- Food allergies
- Medication allergies
- Asthma
- Diabetes
- Seizure disorders
- Life-threatening medical conditions

- Other health concerns that may affect the school day

Individual health plans will be developed when appropriate.

Because student safety depends upon accurate information, families are responsible for promptly notifying the school whenever medical information changes.

---

## Nut-Free School

To protect students with severe allergies, St. Barnabas is a **Nut-Free School**.

Families are asked not to send food containing peanuts or tree nuts as we have community members with severe allergies.

Additional classroom restrictions may be implemented based upon student medical needs.

We appreciate every family's cooperation in helping us maintain a safe learning environment.

---

## Illness During the School Day

If a student becomes ill or is injured during the school day:

1. The student will be evaluated by designated school personnel.
2. Appropriate first aid will be provided.
3. Parents or emergency contacts will be notified when necessary.
4. Emergency medical services will be contacted immediately if the situation warrants.

Students may not contact parents directly from personal cell phones regarding illness. All health concerns should be addressed through the Main Office.

---

## Emergency Contact Information

Every student must have current emergency contact information on file.

Families are responsible for immediately updating the school whenever there is a change in:

- Address
- Telephone number

- Email address
- Emergency contacts
- Authorized pick-up persons

Failure to maintain current emergency information may delay communication during an emergency.

---

## School Safety & Security

Maintaining a secure campus is a shared responsibility.

To promote student safety:

- Exterior doors remain locked during the school day.
  - All visitors must enter through the Main Office.
  - Visitors must sign in and wear a visitor badge.
  - Students remain under adult supervision throughout the school day.
  - Security procedures are reviewed regularly with faculty and staff.
- 

## Visitors

For the safety of all students:

- All visitors must report directly to the Main Office.
- Identification may be requested.
- Visitors must sign in before entering the building.
- Visitor badges must remain visible at all times.
- Unauthorized visitors will not be permitted access to classrooms or other student areas.

Classroom observations and visits should be scheduled in advance with administration.

---

## Volunteers

We welcome family involvement and greatly appreciate our volunteers.

In accordance with Pennsylvania law, Archdiocesan requirements, and Independence Mission Schools policies, all volunteers who work with students must complete the required:

- Criminal Background Check
- Child Abuse Clearance

- FBI Fingerprinting (when applicable)
- Safe Environment Training

Additional volunteer guidelines are provided in Chapter 7.

---

## Emergency Drills

Throughout the school year, students and staff participate in a variety of emergency drills required by Pennsylvania law and school policy.

These include:

- Fire drills
- Lockdown drills
- Shelter-in-place drills
- Evacuation drills
- Severe weather procedures

These drills help ensure that students and staff are prepared to respond calmly and safely during an emergency.

---

## Emergency School Closings

In the event of severe weather, power outages, or other emergencies, families will receive notification through the school's established communication platforms.

Families should ensure contact information remains current throughout the school year.

---

## Child Protection

The safety and dignity of every child is central to our mission.

St. Barnabas Catholic School complies with all Pennsylvania laws and Independence Mission Schools policies regarding child protection.

School employees are **mandated reporters** and are legally required to report suspected child abuse or neglect to the appropriate authorities.

Questions regarding child protection policies may be directed to the Principal.

---

## Searches

To maintain a safe learning environment, school administration reserves the right to inspect student property when there is reasonable suspicion that school policies have been violated.

Searches may include:

- Backpacks
- Desks
- Lockers
- School-issued technology
- Personal electronic devices
- Other student property

Searches will be conducted respectfully and in accordance with applicable law and Independence Mission Schools policies.

---

## Crisis Response

Unexpected emergencies can occur despite careful planning.

St. Barnabas maintains comprehensive emergency response procedures for situations including:

- Medical emergencies
- Severe weather
- Utility failures
- Security concerns
- Building evacuations
- Community emergencies

During emergencies, the school will communicate with families as quickly and accurately as possible.

Families are asked not to come directly to the school during an active emergency unless instructed to do so. Doing so may interfere with emergency responders and reunification procedures.

---

## Student Release During Emergencies

In the event of an emergency evacuation or reunification:

- Students will only be released to adults listed as authorized contacts.
- Identification will be required.
- Students will not be released by telephone authorization.
- Families should remain patient while staff follow established reunification procedures.

These procedures are designed to ensure the safety and accountability of every student.

---

## **Chapter 6 Highlights**

### **Safety is a Shared Responsibility**

Every member of the St. Barnabas community plays an important role in creating a safe school.

Families can help by:

- Keeping emergency contacts up to date.
- Keeping students home when they are ill.
- Submitting required medical documentation on time.
- Following visitor procedures.
- Completing volunteer clearances before working with students.
- Communicating health concerns promptly.

By working together, we create an environment where every child feels safe, supported, and ready to learn.

# CHAPTER 7 - Student Opportunities & Traditions

## *Growing Through Faith, Leadership, and Community*

*"Whatever your hand finds to do, do it with all your might."*  
**Ecclesiastes 9:10**

---

## Purpose of This Chapter

At St. Barnabas Catholic School, learning extends beyond the classroom. We believe students grow through meaningful experiences that develop leadership, teamwork, creativity, service, and school pride.

This chapter highlights the many opportunities available to students and outlines the expectations that accompany participation in school activities and traditions.

---

## A Well-Rounded Education

St. Barnabas is committed to educating the whole child.

In addition to rigorous academics, students are encouraged to develop their talents through athletics, leadership opportunities, service, artistic expression, and participation in school traditions that strengthen our community.

Participation in extracurricular activities is a privilege that carries the expectation of positive behavior, academic responsibility, and respectful conduct.

---

## Student Activities & Clubs

Throughout the school year, students may have opportunities to participate in a variety of clubs, enrichment activities, and leadership experiences. Offerings may vary based on student interest, staffing, and availability.

Examples may include:

- Student Council
- Choir
- Cello and Violin
- Academic Clubs
- STEM Activities
- Praise Dance
- Art Club
- Service Clubs
- Tutoring Programs
- Enrichment Opportunities

Participation in extracurricular activities may require students to maintain satisfactory academic progress, attendance, and behavior.

The school reserves the right to limit participation when continued involvement is not in the best interest of the student or school community.

---

## Student Leadership

Every student has the capacity to be a leader.

Leadership opportunities throughout the school year may include:

- Classroom leadership roles
- Student Council
- School ambassadors
- Prayer leadership
- Community service projects
- Peer mentoring opportunities
- Special event leadership

Leadership at St. Barnabas is defined not by a title, but by service, responsibility, integrity, and positive influence.

---

## Service Learning

As a Catholic school, we believe students are called to serve others.

Throughout the school year, students participate in age-appropriate service projects that encourage compassion, generosity, and stewardship.

Service opportunities may include:

- Community collections
- Parish outreach
- Charitable fundraisers
- Service-learning projects

- School-wide acts of kindness
- Local community partnerships

These experiences help students understand that leadership begins with serving others.

---

## Field Trips

Field trips provide valuable opportunities to extend classroom learning beyond the school walls.

Participation in field trips requires:

- A signed permission form
- Compliance with all school expectations
- Appropriate behavior throughout the trip

Students are expected to:

- Follow directions from school staff and chaperones.
- Remain with assigned groups.
- Demonstrate respectful behavior.
- Represent St. Barnabas positively in the community.

Students whose behavior presents a safety concern may lose the privilege of participating in future field trips.

---

## School Traditions

School traditions strengthen our sense of community and create lasting memories for students and families.

Annual traditions may include:

- Catholic Schools Week
- Christmas celebrations
- Advent and Lenten activities
- Spirit Week
- Field Day
- School concerts and performances
- Book Fair
- Family engagement events
- Awards ceremonies
- Eighth Grade Graduation
- Kindergarten Move-Up Ceremony
- Strides for Slides Walk-a-Thon

Traditions may vary from year to year based on the school calendar and available opportunities.

---

# Student Recognition

Celebrating student success is an important part of our school culture.

Throughout the year, students may be recognized for demonstrating excellence in academics, leadership, service, citizenship, attendance, and living the PRAISE values.

Recognition may include:

- High Honors
- Honors
- MAP Achievement Awards
- MAP Growth Awards
- Perfect Attendance
- PRAISE Student of the Month
- Positive Office Referrals
- Graduation Awards

We believe every student should have opportunities to be recognized for their unique strengths and accomplishments.

---

## Birthdays & Classroom Celebrations

Birthdays are a special milestone, and we enjoy celebrating our students.

Families wishing to recognize a student's birthday should contact the classroom teacher in advance regarding classroom procedures.

To ensure fairness and student safety:

- Birthday treats must be individually packaged and commercially prepared.
  - Families may send in one treat to school (cupcakes or chips or popcorn, etc.)
- Homemade food items may not be distributed.
- Classroom celebrations should be simple and may not disrupt instructional time.
  - Decorations, presents, balloons, family member visits, etc. are not allowed.

Additional classroom celebration guidelines may be communicated by individual teachers.

---

## School Dances & Social Events

Middle school students may have opportunities to participate in school-sponsored dances or social events throughout the year.

Students attending these events are expected to:

- Follow all school rules.
- Dress appropriately for the event.
- Demonstrate respectful behavior.
- Follow directions from school staff and chaperones.

Students who are absent, suspended, or assigned significant disciplinary consequences on the day of an event may not be permitted to attend.

---

## Student Eligibility

Participation in extracurricular activities, athletics, leadership opportunities, and special events is considered a privilege.

Students may be deemed ineligible for participation when concerns exist regarding:

- Academic performance
- Attendance
- Behavior
- Safety
- Compliance with school expectations

Administration reserves the right to determine eligibility for participation in school-sponsored activities.

---

## Representing St. Barnabas

Whenever students participate in activities outside the school building, they represent the entire St. Barnabas community.

Students are expected to:

- Demonstrate the PRAISE values.
- Show respect toward others.
- Follow adult directions.
- Wear appropriate attire when required.
- Conduct themselves in a manner that reflects positively on the school.

Our goal is for every Barnabas Bear to be recognized for kindness, integrity, leadership, and excellence.

---

# Chapter 7 Highlights

## Every Student Has Gifts to Share

At St. Barnabas Catholic School, education extends far beyond academics.

Through athletics, leadership, service, artistic expression, and school traditions, students discover new interests, build meaningful relationships, and grow into confident, compassionate leaders.

We encourage every student to become an active participant in our school community by embracing opportunities to learn, lead, serve, and celebrate together.

# CHAPTER 8 - Family Partnership

## *Working Together for Every Child's Success*

*"Therefore encourage one another and build each other up."*

**1 Thessalonians 5:11**

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## Purpose of This Chapter

Parents and guardians are a child's first and most important teachers. At St. Barnabas Catholic School, we believe that students achieve their greatest success when families and school work together in partnership.

This chapter outlines the expectations, opportunities, and communication practices that help us build strong relationships centered on what is best for every child.

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## Our Commitment to Families

At St. Barnabas Catholic School, we are committed to fostering relationships built on trust, communication, and mutual respect.

We promise to:

- Provide a safe, welcoming, and faith-filled learning environment.
- Maintain high academic and behavioral expectations.
- Communicate honestly and professionally.
- Celebrate student successes.
- Address concerns promptly and respectfully.
- Partner with families to support each child's growth and development.

We ask families to join us in creating a positive school community where students can flourish academically, socially, emotionally, and spiritually.

---

## Communication

Open and respectful communication is essential to student success.

Families are encouraged to communicate with teachers and school staff whenever questions or concerns arise. Most concerns can be resolved quickly through early and respectful communication.

Whenever possible, concerns should be addressed using the following process:

1. Contact the classroom teacher or staff member directly.
2. If additional support is needed, contact the Assistant Principal or Principal.
3. If concerns remain unresolved, additional meetings may be scheduled as appropriate.

We ask that all communication remain respectful, solution-oriented, and focused on the best interests of the student.

---

## **Communication Platforms**

### **ClassDojo (Kindergarten–Grade 8)**

ClassDojo is the school's primary communication platform.

Families should monitor ClassDojo regularly for:

- School announcements
- Classroom updates
- Principal newsletters
- Event reminders
- Emergency notifications
- Student celebrations

Families are encouraged to ensure notifications are enabled so important messages are not missed.

---

### **Google Classroom (Grades 5–8)**

Students in Grades 5–8 use Google Classroom to access assignments, classroom resources, announcements, and instructional materials.

Parents are encouraged to discuss classroom assignments regularly with their child and monitor academic progress through TADS Educate.

---

## **Email**

Email is the preferred method of communication for non-urgent matters.

Faculty and staff strive to respond to emails within **one to two business days**. Responses may take longer during weekends, holidays, school vacations, or summer break.

Families should understand that staff members are not expected to respond to emails outside of their contractual workday.

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## Telephone Communication

The Main Office is available to assist families during regular office hours.

Messages for teachers will be forwarded, and teachers will return calls as their schedules permit.

Instructional time will not be interrupted except in emergency situations.

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## Parent-Teacher Conferences

Formal parent-teacher conferences are scheduled three times throughout the school year (at Progress Report times). Our belief is that scheduling conferences at the mid-point of the trimester allows for maintenance, or course correction of behavior, progress and development.

Families are strongly encouraged to attend these conferences to discuss:

- Academic progress
- Student strengths
- Areas for growth
- Behavioral development
- Goals for continued success

Additional conferences may be requested by families or school staff at any time.

---

## Parent Partnership Expectations

Families play a vital role in the success of every student.

Parents and guardians are expected to:

- Ensure regular attendance and punctuality.
- Reinforce school expectations at home.

- Monitor homework and academic progress.
- Read school communications regularly.
- Keep contact information current.
- Support school policies and procedures.
- Encourage respectful behavior toward all members of the school community.
- Communicate concerns promptly and respectfully.

Working together helps create consistency between home and school and allows students to thrive.

---

## Parent Code of Conduct

All members of the St. Barnabas community deserve to be treated with dignity and respect.

Parents, guardians, and visitors are expected to:

- Treat students, staff, volunteers, and other families respectfully.
- Model appropriate language and behavior.
- Support the school's mission and Catholic values.
- Follow school procedures and directions from staff.
- Resolve disagreements respectfully and privately.
- Demonstrate good sportsmanship during school events and athletic competitions.

The following behaviors are not acceptable:

- Profanity or abusive language
- Threatening or intimidating behavior
- Harassment of students, staff, or families
- Physical aggression
- Disruptive behavior that interferes with school operations
- Posting confidential or defamatory information about students or staff on social media

The school reserves the right to limit access to school property or events when a visitor's behavior threatens the safety or well-being of the school community.

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## Social Media

Social media can be a valuable tool for celebrating student success and sharing information.

Families are encouraged to use social media responsibly and respectfully.

When posting about school-related events, families should:

- Respect the privacy of other students and families.

- Avoid sharing confidential school matters.
- Communicate concerns directly with the school rather than through social media.
- Represent the St. Barnabas community positively.

Posts that substantially disrupt the school environment or target members of the school community may result in administrative action when appropriate.

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## Volunteers

We are grateful for the time, talents, and generosity of our volunteers. Family involvement strengthens our school community and provides valuable support for our students and staff.

Volunteer opportunities may include:

- Classroom assistance
- Field trip chaperones
- School celebrations
- Family engagement events
- Fundraising activities
- Athletic events
- Library and classroom support
- Special programs and committees

All volunteers who work directly with students or supervise school activities must complete the required clearances and Safe Environment training in accordance with Pennsylvania law, Archdiocesan requirements, and Independence Mission Schools policies.

Volunteers are expected to:

- Maintain confidentiality regarding students and families.
- Follow school policies and staff directions.
- Model respectful language and behavior.
- Support, rather than replace, the role of school staff.
- Refrain from disciplining students except in situations involving immediate safety.

We sincerely appreciate the partnership and generosity of our volunteers.

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## Visitors

To ensure the safety of our students and staff, all visitors must:

- Enter through the Main Office.
- Sign in upon arrival.

- Present identification if requested.
- Wear a visitor badge while in the building.
- Sign out before leaving.

Classroom visits should be scheduled in advance through the Main Office or school administration.

Unauthorized visitors are not permitted in student areas.

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## **Student Records & Confidentiality**

Student educational records are maintained in accordance with applicable federal and state laws.

Families have the right to:

- Review their child's educational records.
- Request corrections when appropriate.
- Receive information regarding student progress.
- Expect confidential handling of student information.

The school complies with the Family Educational Rights and Privacy Act (FERPA) and all applicable privacy requirements.

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## **Conflict Resolution**

We recognize that questions or concerns may occasionally arise.

When they do, we ask families to partner with us in resolving concerns respectfully and collaboratively.

Whenever possible:

1. Begin by speaking directly with the staff member involved.
2. If additional assistance is needed, schedule a meeting with the Assistant Principal or Principal.
3. Work together toward a solution focused on the student's success.

Our goal is always to preserve positive relationships while addressing concerns fairly and professionally.

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## **Handbook Acknowledgement**

Each family is responsible for reviewing this Student-Family Handbook annually.

A signed Handbook Acknowledgement Form must be returned to the school, confirming that both the student and parent/guardian have reviewed the handbook and agree to support the policies and expectations outlined within it.

Questions regarding any handbook policy should be directed to the Main Office before signing the acknowledgement.

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## **Chapter 8 Highlights**

### **Strong Schools Are Built on Strong Partnerships**

At St. Barnabas Catholic School, we believe education is most successful when students, families, and school staff work together with a shared commitment to faith, learning, and mutual respect.

Families can support student success by:

- Reading school communications regularly.
- Maintaining open communication with teachers.
- Supporting school policies and expectations.
- Attending conferences and family events.
- Volunteering when possible.
- Modeling the values we hope to instill in every student.

Together, we create a community where every child is encouraged to grow in faith, character, and academic excellence.

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# Appendices

# APPENDIX A - Student Behavior Matrix

## Living the PRAISE Values Every Day

The Behavior Matrix outlines the expected behaviors for students throughout the school building. Students are expected to demonstrate the **PRAISE** values—Peace, Respect, Accountability, Integrity, Service, and Excellence—in every setting.

|                          | <b>Peace</b>                               | <b>Respect</b>                                      | <b>Accountability</b>                   | <b>Integrity</b>                  | <b>Service &amp; Excellence</b>              |
|--------------------------|--------------------------------------------|-----------------------------------------------------|-----------------------------------------|-----------------------------------|----------------------------------------------|
| <b>Classroom</b>         | Keep hands, feet, and objects to yourself. | Listen while others are speaking.                   | Come prepared and complete assignments. | Complete your own work honestly.  | Participate and give your best effort.       |
| <b>Hallways</b>          | Walk quietly on the right side.            | Respect classroom learning by using hallway voices. | Go directly to your destination.        | Follow staff directions.          | Help keep hallways clean.                    |
| <b>Cafeteria</b>         | Use appropriate voices.                    | Clean your eating area.                             | Follow lunch procedures.                | Wait your turn.                   | Include others and demonstrate good manners. |
| <b>Restrooms</b>         | Respect others' privacy.                   | Keep facilities clean.                              | Return promptly to class.               | Use supplies appropriately.       | Report concerns to an adult.                 |
| <b>Playground</b>        | Play safely and include others.            | Use kind language.                                  | Follow game rules.                      | Resolve conflicts honestly.       | Demonstrate good sportsmanship.              |
| <b>Mass &amp; Prayer</b> | Participate reverently.                    | Respect sacred spaces.                              | Follow church expectations.             | Pray sincerely.                   | Model respectful behavior for others.        |
| <b>Technology</b>        | Use devices responsibly.                   | Respect digital learning.                           | Stay on assigned websites.              | Follow the Acceptable Use Policy. | Use technology to learn and create.          |

## Behavior Levels

| <b>Level</b>     | <b>Examples</b>                | <b>Typical Response</b>                             |
|------------------|--------------------------------|-----------------------------------------------------|
| <b>Level I</b>   | Minor classroom disruptions    | Teacher-managed consequence                         |
| <b>Level II</b>  | Repeated disruptions, defiance | Parent contact, referral, detention                 |
| <b>Level III</b> | Fighting, bullying, threats    | Administrative consequence, suspension possible     |
| <b>Level IV</b>  | Weapons, drugs, assault        | Immediate administrative action, possible expulsion |

*Administration reserves the right to determine appropriate consequences based on the severity, frequency, and circumstances of each incident.*

# APPENDIX B - Uniform Policy

All students are required to be in proper uniform every day.

Parents/guardians are responsible for the purchase and maintenance of the uniform. If there is a problem obtaining the regulation uniform, please call the main office (215-729-3603).

All school clothing must be purchased at Flynn & O'Hara Uniform Company, located at 30 E Baltimore Ave, Clifton Heights, PA 19018. Other locations are also available – visit <https://www.flynnohara.com/>.

## General Regulations

Hair must be neat. No bandanas, scarves or bonnets. Students may wear headbands of school colors only. Tights or undershirts must be in school colors (navy blue, white, gray, or black).

Jewelry: Students may wear one necklace and one bracelet. A watch is permitted. No Smart watches are allowed; if worn to school, Smart watches must be turned off and placed in backpacks.

Cell phones must remain off and out of sight (in backpacks) throughout the school day, or placed in the classroom's lockbox. The school is not responsible for electronics including but not limited to cell phones, headphones, or smart watches.

Personal appearance that constitutes a distraction or safety concern is not permitted. Final approval/ disapproval is at the discretion of the Principal/Assistant Principal.

**Please label uniforms - write the student's name on all belongings.**

## **Kindergarten Uniform**

Kindergarten students wear the gym uniform daily. The gym uniform includes the following:

Navy blue sweatpants or shorts and gray tee shirt with logo.

Navy sweatshirt with logo.

Sneakers.

## **ALL STUDENTS (Grades 1-8):**

A white dress shirt, with long or short sleeves, properly tucked in, and a navy blue tie, with gray dress pants with a BLACK belt worn at the waist, and socks must be worn. An option to the white dress shirt and tie is the white polo shirt with the school logo. An official navy blue uniform sweater is the only type of sweater permitted. Please put the student's name in the sweater. **All black shoes** must be worn; all black sneakers are also acceptable.

### Girls Option:

**(Grades 1-5)** The official St. Barnabas plaid jumper (no more than two inches above the knee), worn with a white Peter Pan collar long or short sleeved shirt, navy blue knee socks, or blue, white or black stockings must be worn. An official navy blue uniform sweater is the only type of sweater permitted. **Please put the student's name in the sweater.** All black shoes must be worn; all black sneakers are also acceptable.

**(Grades 6-8)** The official St. Barnabas plaid skirt of modest length (no more than two inches above the knee), a white oxford dress shirt, with long or short sleeves, properly tucked in, must be worn. White polo shirts, properly tucked into the skirt, may replace the white oxford dress shirt. Navy blue knee socks, or blue, white or black stockings are mandatory. An official navy blue uniform sweater is the only type of sweater permitted. **Please put the student's name in the sweater.** All black shoes must be worn; all black sneakers are also acceptable.

### Gym Uniform

Students must wear their gym uniform on the assigned day. No other types of clothes are permitted.

Navy blue sweatpants, sweatshirts, and t-shirts with school logo are to be worn. Navy blue shorts may be worn during warm weather, and/or under sweatpants in the cold weather. Only St. Barnabas or plain navy blue sweats are acceptable.

Sneakers are to be worn on gym day.

### Out of Uniform

If at any time an exception in uniform is necessary, a note of explanation must be sent to the child's teacher who will forward it to the principal. This note should indicate the expected date by which the uniform will be complete.

ANY STUDENT NOT IN COMPLIANCE WITH THE DRESS CODE WILL RECEIVE A UNIFORM DEMERIT. EGREGIOUS OR REPEATED VIOLATIONS OF THE UNIFORM POLICY MAY RESULT IN THE STUDENT BEING SENT HOME, OR WILL REQUIRE UNIFORM TO BE IN COMPLIANCE (i.e. correct shoes are dropped off).

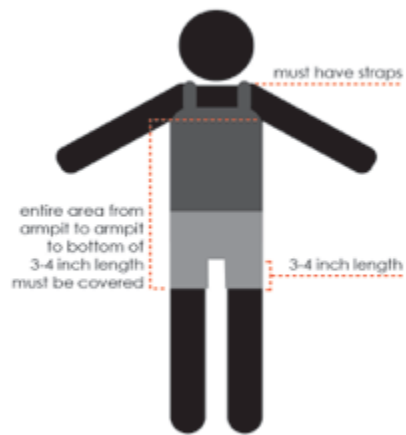
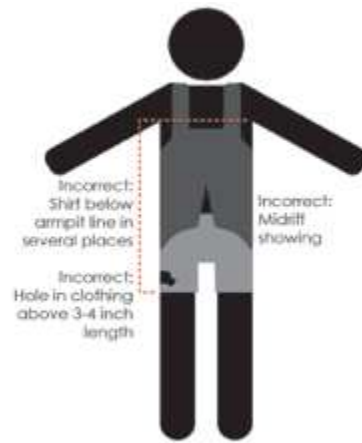
### Dress Down Days

Occasionally students will be given permission to dress down for a day. The dress code for those days is as follows:

- Minimum Requirements:
  - 1. Clothing must cover areas from one armpit across to the other armpit, down to approximately 4+ inches in length on the upper thighs (see images below). Tops must have shoulder straps. Rips or tears in clothing should be lower than the 4 inches in length.

- o 2. Shoes must be worn at all times and should be safe for the school environment. Sandals, flip-flops, Ugg tasman slippers, Crocs, slippers, or open-toed shoes are not permitted.
- o 3. See-through or mesh garments must not be worn without appropriate coverage underneath that meet the minimum requirements of the dress code.
- o 4. Headgear including hats, hoodies, and caps are not allowed unless permitted for religious, medical, or other reasons by school administration.
- o 5. Specialized courses may require specialized attire, such as sports uniforms or safety gear.
- Additional Requirements:
  - o 1. Clothing may not depict, imply, advertise, or advocate illegal, violent, or lewd conduct, weapons, or the use of alcohol, tobacco, marijuana or other controlled substances.
  - o 2. Clothing may not depict or imply pornography, nudity, or sexual acts.
  - o 3. Clothing may not display or imply vulgar, discriminatory, or obscene language or images.
  - o 4. Clothing may not state, imply, or depict hate speech/imagery targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected classification.
  - o 5. Sunglasses may not be worn inside the building.
  - o 6. Clothing and accessories that endanger student or staff safety may not be worn.
  - o 7. Apparel, jewelry, accessories, tattoos, or manner of grooming that, by virtue of its color, arrangement, trademark or any other attribute, denotes membership in a gang that advocates illegal or disruptive behavior is prohibited.

Administration reserves the right to determine what constitutes appropriate dress. Students who do not adhere to these guidelines will not be allowed to attend class. Parents will be called if appropriate clothing is not available or the student refuses dress-code appropriate clothing.



# APPENDIX C - School Calendar

The official St. Barnabas School Calendar is published annually and is available:

- On the school website
- Through ClassDojo
- Through the Main Office

The calendar includes:

- |                                |                          |
|--------------------------------|--------------------------|
| ● First and last day of school | ● School events          |
| ● Holidays                     | ● Masses                 |
| ● Half days                    | ● Performances           |
| ● Parent conferences           | ● Graduation             |
| ● Report card dates            | ● Emergency make-up days |
| ● Progress reports             |                          |
| ● Testing windows              |                          |

**The most current version of the school calendar supersedes previously published versions.**

# APPENDIX D - Required Forms

The following forms must be completed annually or as applicable.

## Enrollment Forms

- ☐ Emergency Contact Information
- ☐ Student Information
- ☐ Health History
- ☐ Immunization Records

## Academic Forms

- ☐ Handbook Acknowledgement
- ☐ Technology Agreement
- ☐ Media Release

## Health Forms

- ☐ Medication Authorization
- ☐ Asthma Action Plan
- ☐ Allergy Action Plan
- ☐ Seizure Action Plan
- ☐ Diabetes Care Plan

## Transportation Forms

- ☐ Bus Transportation Information
- ☐ Authorized Dismissal Changes

## Financial Forms

- ☐ Tuition Agreement
- ☐ TADS Enrollment

## Volunteer Forms (if applicable)

- ☐ Pennsylvania Criminal History Clearance
- ☐ Child Abuse Clearance
- ☐ FBI Fingerprinting (if required)
- ☐ Safe Environment Training

# APPENDIX E - Student Technology Agreement

## Responsible Use of Technology

Every student in Kindergarten through Grade 8 is issued a Chromebook to support learning.

Students agree to:

- ✓ Use technology for educational purposes.
- ✓ Report damage immediately.
- ✓ Protect passwords.
- ✓ Respect others online.
- ✓ Keep devices clean and charged.
- ✓ Follow teacher directions.

Students may **not**:

- Access inappropriate material.
- Cyberbully.
- Attempt to bypass school internet filters.
- Share passwords.
- Damage equipment.
- Use AI or technology to cheat.

Failure to follow these expectations may result in disciplinary action and/or loss of technology privileges.

Technology Damage/Loss Fee: In the event that your child's Chromebook is damaged, you will be liable to pay a damage or replacement fee, per the following schedule:

- \$275 replacement fee for a lost or unrepairable laptop (broken screen, water damage, major structural damage, etc.)
- \$75 repair fee for cosmetic and/or minor functional damage (missing keys, faulty trackpad, chipped enclosure)
- \$15 replacement fee for a lost or broken laptop charger.

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## Student Agreement

By attending St. Barnabas Catholic School, I understand the expectations for using school technology responsibly and agree to follow the St. Barnabas Acceptable Use Policy.

# APPENDIX F - Handbook Acknowledgement

By signing below, we acknowledge that we have received access to the **St. Barnabas Catholic School Student & Family Handbook**.

We understand that it is our responsibility to review the handbook and become familiar with the policies, procedures, and expectations contained within it.

We understand that school administration reserves the right to revise handbook policies when necessary and that updated information will be communicated to families.

We agree to support the mission, values, and expectations of St. Barnabas Catholic School.

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*Along with my child/children, we have reviewed the Student/Family Handbook of St. Barnabas Catholic School and understand and support the policies and procedures, including the Acceptable Use Policy for technology.*

Parent printed name: \_\_\_\_\_

Parent signature: \_\_\_\_\_

Date: \_\_\_\_\_

*In grades three and above:*

Student printed name: \_\_\_\_\_

Student signature: \_\_\_\_\_

Date: \_\_\_\_\_

# A Message from the School

## Together We Shine

At St. Barnabas Catholic School, we believe that every child is uniquely created by God with gifts to share and a purpose to fulfill.

Together, students...

- ★ Learn with curiosity.
- ★ Lead with integrity.
- ★ Serve with compassion.
- ★ Grow through faith.
- ★ Persevere through challenges.
- ★ Celebrate one another.
- ★ Shine as a positive light in our community.

Thank you for partnering with us in this important work.

We look forward to an incredible school year together.

Most sincerely,

The St. Barnabas Staff

